

By the Numbers

News to use and amuse from Accounting and Business Support (ABS)

September deadlines & dates

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Date	Day	Time ¹	Deadline Description
Sep 1	Tue		Budget Journal Entry cutoff for August. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Sep 1	Tue		As month end close nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Sep 2	Wed	6:00	➔ Finance System campus close for August. Do not create, validate, approve or post August journals after 6:00pm—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was August 26, 6:00pm. ³
Sep 3	Thu	4:00	All unposted August journals that are not copied and assigned a future date or saved in incomplete status will be deleted.
Sep 3	Thu	6:00	Gift expenses sent to CUF for next Tuesday wire transfer.
Sep 10	Thu	5:00	Time collection for September 5 biweekly pay period. ²
Sep 10	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Sep 14	Mon	8:00	First pre-season hockey game: Islanders vs. Canucks.
Sep 17	Thu	5:00	Time collection for September monthly pay period. ²
Sep 17	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Sep 18-22	Fri-Tue	4 days	HR Production down for payroll processing Fri & Sun-Tue. ²
Sep 21	Mon	4:00	Allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Sep 24	Thu		Reminder to submit any required documentation needed for SPA or gift JE approval ahead of next business day's SPA/Gift journal deadline. ^{3,4}
Sep 24	Thu	5:00	Time collection for September 19 biweekly pay period. ²
Sep 25	Fri	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Sep 25	Fri	6:00	Creation, validation, & departmental approval of cost transfers & PETs for fund 30/31 projects & fund 34 gift journals for current month. No exceptions. ^{3,4}
Sep 28	Mon	6:00	Gift expenses sent to CUF for Sept. 30 month end wire transfer.
Oct 1	Thu		Budget Journal Entry cutoff for September. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Oct 1	Thu		As month end close nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Oct 2	Fri	6:00	➔ Finance System campus close for September. Do not create, validate, approve or post September journals after 6:00pm—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was September 25, 6:00pm. ³
Oct 5	Mon	4:00	All unposted September journals that are not copied and assigned a future date or saved in incomplete status will be deleted.

Note that [blue text](#) is a hyperlink

SEPTEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

¹Times are p.m. unless otherwise noted. No time listed means the sooner the better.

²Observe payroll deadlines so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. PBS has the most current & complete payroll calendar.

³Tips: 1) Don't mix fund 30/31 or 34 JEs with other funds or with each other in the same JE. This slows approval and delays non 30/31/34 lines from posting. 2) Plan for HRMS downtimes to meet PET deadlines. 3) Contact [Hua Xu](#), 2-1679 for fund 30/31 PETs, [Jim Sheppard](#), 720-235-0572 for fund 30/31 cost transfer JEs & [Carrie Howard](#), 2-1071 for gift JEs.

⁴Routinely check for unposted journals to correct, validate, approve, or that need info for Jim or Carrie.

Q: What do CU, Rubio's, & Santa Clara University have in common?



A: All are EthicsPoint clients.

SHORT TAKES

CU EthicsLine

Just a reminder that the CU EthicsLine is available as a way to anonymously report violations of law or serious/recurring violations of policy by calling 1-800-677-5590 or going to <http://www.EthicsPoint.com>.

Allow enough time to set up petty cash & change funds

The process to set up a new petty cash or change fund can take up to 10 business days before the check arrives from the PSC because there are many steps involved in the process. If you think you will need a petty cash fund, allow plenty of time to set it up. We don't want you stuck waiting for cash when you need it for your business operations. If it turns out you don't need it, you can simply return the money and close the fund. If you have any petty cash questions, please contact Phensiri, 2-3568.

Constitution Day: It's the law

Federal law requires that all colleges and universities that receive federal funds hold an educational event about the Constitution on Constitution Day, September 17. There is no mandate on the type of program or curriculum that must be offered but a great place to begin looking is the [National Archives](http://www.NationalArchives.gov).



Despair ruins some, presumption many.
Benjamin Franklin



Normalized reports to revert to traditional debits & credits

Three years ago, the Reporting System was launched and it changed the way financial reports were presented. It introduced *normalized* reports as opposed to *traditional* reports. The intention was that normalized reports would be easier for non-accountants to understand. However, the controllers recently decided that it was in the university's best interest to switch back to traditional reports.

Normalized vs. traditional reports

A *normalized* report always shows a positive number whenever the amount is normal for that particular type of account (asset, liability, fund balance, revenue or expense). The Reporting System has displayed abnormal balances as a negative number shaded in red, e.g. (150.00). An abnormal balance is something unexpected such as a credit balance in an expense account.

In contrast, a *traditional* report simply shows the actual debit or credit amount and relies on the person viewing the report to know whether that represents a normal or abnormal balance. Since most folks who run these reports understand debits and credits and what represents an abnormal balance, reading a traditional report requires less effort than interpreting a normalized report. Below, you can see the cause for confusion—this example shows that the two presentations are completely opposite from one another.

Report Presentation Differences	Normalized	Traditional
Credit balance in revenue account (normal)	300.00	(300.00) or -300.00
Debit balance in revenue account (abnormal)	(300.00)	300.00

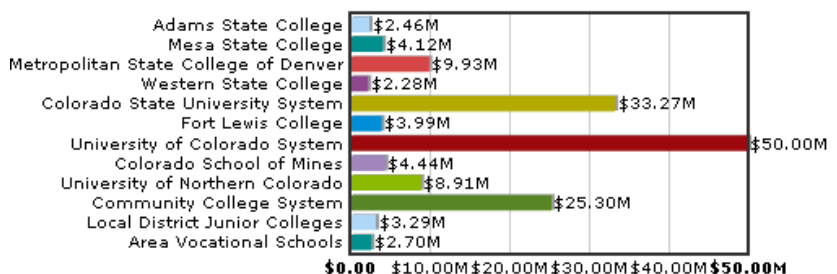
What to expect going forward

The final date has not been determined but when the switch does occur, the Reporting System on-demand reports and portal-delivered reports will appear as traditional reports that show amounts and balances as either a debit or a credit. When these make their debut, please feel free to contact your area accountant if you need help understanding the new reports.

The American Recovery and Reinvestment Act At a Glance

Colorado expects to receive about \$3 billion in direct funding, benefits and services from the American Recovery and Reinvestment Act (ARRA). Of this, higher education is projected to receive \$452M from a designated State Fiscal Stabilization Fund. This \$452M will be paid out in equal installments over three years to higher education institutions as shown in the chart below and applies to FY09, FY10, & FY11. These figures do not include sponsored project monies made available through ARRA funding. (Source: [State ARRA website](http://StateARRA.website).)

Annual Stabilization Funds for Institutions of Higher Education FY2009–2011
(estimated amounts as of 8/17/09)





Need to cash a check at OCM? Tips before you go.

PETTY CASH AND CHANGE FUND CHECKS can be cashed at the Office of Cash Management (OCM) but keep these pointers in mind. If you require **multiple denominations and rolled coins**, please call OCM in advance, 2-7219, to make sure the funds are on hand before you go. For **checks over \$300**, call in advance especially if small denominations are needed. Plan to **arrive before the last hour of business** (i.e. before 4:00 pm spring/fall or 3:30 pm summer). Bring a government issued **photo ID** or Buff One card (and properly executed letter of authorization if used). Bring checks over in a **locked bag** in which to place the cash for transport. Have questions? Contact OCM at 2-7219 or cashmgmt@colorado.edu.

QUESTION & ANSWER

Q: We received a check from a donor but it is made out to the University of Colorado Foundation. Do we deposit this at the Office of Cash Management?

A: No, do not deposit the check at OCM. Per the [Gift Revenues APS](#), checks made payable to CUF and all supporting documentation should be sent to the CU Foundation for proper recording (4740 Walnut St, Boulder, CO 80301 or Campus Box 57). Only checks made payable to the University of Colorado, the Regents of the University of Colorado, a campus, a CU Department, or a CU program can be deposited directly to the university through OCM as long as other conditions are met. You can find out the details on how to deposit gift checks on the ABS web in either a [list format](#) or a [flowchart format](#).

Upcoming trainings, meetings & events

ABS offers training using formally scheduled group classes and individual instruction by request. Visit our [training webpage](#) to learn more. Registration is required for all ABS trainings by email to ABStraining@colorado.edu. Call **Diana Vidal** at 492-8648 for more information or to register by phone.

DATE	DAY	TRAINING	LOCATION
Sep 2 10:00-2:00	Wed	Supplier Showcase Info Hosted by the PSC. Please pre-register.	Coors Event Ctr Regent Drive Map
Sep 10 9:00-12:00	Thu	Financial Statement Reading How to access & read your statements	ARC, room 446 3100 Marine Map
Sep 15 8:30-4:30	Tue	Finance System – General Ledger Day 1 includes finance & budget. Register.	RL6, room W179 3215 Marine Map
Sep 16 8:30-11:00	Wed	Department Administrator’s Breakfast Hosted by OCG. RSVP	ARC room 620 3100 Marine Map
Sep 17 3:00-4:30	Thu	Newer Faculty Reception by OCG Arts and Sciences RSVP	UMC room 247 1669 Euclid Map
Sep 18 8:30-4:30	Fri	Finance System – Procurement Day 2 with training by PSC. Register.	RL6, room W179 3215 Marine Map
Sep 22 3:30-5:00	Tue	ISIS Town Meeting – New time/place Integrated Student Information System	Muenzinger E050 Map
Sep 24 3:00-4:30	Thu	Newer Faculty Reception by OCG Engineering RSVP	UMC room 425 1669 Euclid Map
Oct 1 3:00-4:30	Thu	Newer Faculty Reception by OCG Arts/Humanities RSVP	UMC room 425 1669 Euclid Map

MORE SHORT TAKES

OCG event bonanza

In case you hadn't noticed, OCG is kicking off their outreach season to the tune of four events this month. Check out the Events Calendar below and spread the word in your department.



University of Colorado ISIS Training

There is a new course in SkillPort that will be mandatory for all users of the Integrated Student Information System (ISIS). Access the course either through Boulder's [CUConnect portal](#)/SkillPort-CU's Online Learning link or directly through [myCU portal](#)/MY.TRAINING tab. Once the SkillPort window opens, select **CU Custom Curricula** under the Shortcuts menu and then **University of Colorado: CUSTOM.COURSES**. Finally, select **CU: Introduction to ISIS** from the list. It takes about an hour to complete.

Training materials change

Training materials for Finance System (PeopleSoft) training will be changing starting this month. In the past, ABS supplied a several hundred page training manual, most of which was reference material not covered in class. In order to lower costs and streamline the process, the new manual has been vastly reduced and focuses only on what is discussed in class. These materials will be posted online and ABS will ask trainees to print and bring a copy to class.

SPA shows its spirit

The SPA Customer Support team wears its true colors on Spirit Fridays. Go Buffs!



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